

AGENDA
Strategic Affairs Committee
August 4, 2021
(Virtual: date and time to be confirmed)

1. Introductions and Agenda Review
2. Sub-Committee
 - By-Laws: Ken
 - Clarify Board Liaison role for Procedures Manual (WG: Shannon, Erin, Scott and Ken)
 - Clarify Committee Coordinator Role for Procedures Manual (WG: Shannon, Erin, Scott and Ken)
3. Strategic Planning 2017-20
 - Update from Responsible Committees
4. Strategic Planning 2021+
 - Vision and Mission Statement revisions (Board acceptance May 20, 2021)
 - VISION: AAFCO is a trusted leader that safeguards animal and human health.
 - MISSION: AAFCO is a collaborative association that supports members and stakeholders, and promotes a safe feed supply through unified system-based regulation, feed ingredient standards and laboratory operations.
 - Update Planning Process
5. Procedures Manual
 - Draft template for Procedures Manual changes (Kent)
 - Update/clarify Secretary-Treasurer description (Kent, Ashlee-Rose, Sue)
 - Update Finance Committee description
 - Draft Complimentary OP/Bin subscription policy (Dave E., Richard, Sue, Kent, Doug)
 - Draft Privacy Policy review
 - Board charge: the Strategic Affairs Committee with reviewing drafted language for the AAFCO Privacy Policy and consulting with the Attorney to come up with a proposed policy and report back to the Board of Directors.
 - Resolutions Draft Policy (AFDO reference)
6. Other business

Action Item Table:

Responsible	Item	Action	Timing / Status
By-Laws (Ken) (WG: Sue (lead), Shannon, Erin, Ken, Scott)	Clarify Board Liaison role	Provide additional detail in the Procedures Manual and OP to make the role of the Board liaison clearer respecting review of committee agendas and reports.	Draft end of March; Share with committee by June; Present in August for acceptance
By-Laws (Ken) (WG: Erin (lead), Ken, Mark, Stan)	Clarify Committee Coordinator Role	Review Procedures Manual and OP to clarify committee coordinator role and key activities with respect to the process; could include ED as process leader.	Draft end of March; Share with committee by June; Present in August for acceptance
WG: Kent (lead) Ashlee-Rose, Sue	Secretary- Treasurer description	Update/clarify Secretary- Treasurer description in Procedures Manual	Draft end of March; Share with committee by June; Present in August for acceptance
Kent	Template for Procedures Manual changes	Draft template suggested for Procedures Manual changes. SAC feedback to Kent by March 1. Finalize for SAC acceptance	March 2021
Kent	Finance Committee description	Finance Committee WG updating description; once accepted by Finance Committee it will be forwarded to SAC for Procedures Manual update	Hold
WG: Dave E. (lead), Richard, Sue, Kent, Doug	Complimentary OP/Bin subscriptions	Develop a policy related to procedures for complimentary OP/Bin subscriptions	Meeting/discussion by end of March; Draft end of April, Circulate and finalize with SAC by end of June; To Board in July; Acceptance by members in August